

## GOVERNMENT OF KERALA

### Abstract

#### FAMILY BENEFIT SCHEME FOR THE GOVERNMENT EMPLOYEES- ACCOUNTING OF DEDUCTIONS- FURTHER INSTRUCTIONS – ISSUED.

FINANCE DEPARTMENT

**G.O. (P) 412/78/Fin.**

**Dated, Trivandrum, 11<sup>th</sup> April 1978.**

- Read:-* 1. G.O. (P) 405/77/Fin. dated 19-10-1977.  
2. Circular No. 8/78/Fin. dated 31-1-1978.

### ORDER

The existing instructions regarding the procedure to be adopted in the matter of deduction and accounting of the subscriptions made by employees towards the Family Benefit Scheme are contained in the G.O. and the Circular cited. Government have further examined the question of evolving detailed procedures in order to ensure meticulous maintenance of accounts relating to the subscriptions made by the employees under the scheme. The following further instructions are issued in this regard for strict compliance.

2. The Schedule of deductions to be attached to the pay bill indicating the recovery towards the Family Benefit Scheme will be as down in Annexure 1 to this order. This is in modification of the schedule prescribed the circular cited.

In respect of deductions relating to non-gazetted employees, which will be made in the establishment bill, only a single schedule of the total amount deducted need be attached to the pay bill. As regards self-drawing officers, they will prepare the schedule of deductions in duplicate. One copy of the schedule will be attached to the pay bill. After the encashment of the bill, the second copy of the schedule will be handed over by the self-drawing officer to the Drawing and Disbursing Officer, duly noting the date of encashment of the bill under his signature.

3. All drawing and disbursing officers will maintain a register-cum-broadsheet in the form shown in Annexure 11. The monthly subscription made by each employee coming under the scheme will be duly noted in the register every month. This will be done with reference to the details of recovery indicated in the establishment pay bill in the case of non-gazetted officers and on the basis of schedules of deduction furnished by self drawing officers. Payments made on the closure “of accounts in each case will be noted in the relevant column in the register-cum-broadsheet. The total amount of deductions and payments made as per the register-cum-broadsheet will be reconciled every month with the treasury figures and the reconciled figures attested by the Drawing and Disbursing Officer.

4. In the circular referred to above, it has been laid down that the monthly rate of deduction and the total amount deducted till date will be noted in the last pay certificate of the subscriber whenever he is transferred to another office. In addition to this, the Drawing and Disbursing Officer will send the necessary particulars to the office to which the employee is transferred, in the form indicated in Annexure III, in order to enable that office to maintain the records properly. Further accounts of the subscriber could be maintained in the manner indicated above.

5. As the subscribers will be anxious to have the accounts maintained properly, it has been decided that a statement of subscriptions made will be furnished to each subscriber within one month of each financial year. This will enable the subscriber to know the total amount at his credit at the end of the year and also help him to "point put inaccuracies, if any, in the record of recoveries relating to him. The form indicated in Annexure IV will be used for this purpose.

6. Necessary instructions are being separately issued to being separately issued to the Director of Treasuries in this regard.

By order of the Governor,  
M.MORAN KUMAR,  
*Additional Secretary to Government*  
*(Finance Expenditure).*

To

The Accountant General, Trivandrum.  
All Heads of Departments and Offices.  
All Departments and Sections of the Secretariat.  
The Registrar, High Court, Ernakulam (with C.L.)  
The Registrar, Universities of Kerala, Cochin, Calicut (with C.L.)  
The Advocate General, Kerala, Ernakulam (with C.L.)  
The Registrar, Agricultural University, Mannuthy, Trichur (with C.L.)  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Secretary, Vigilance Commission (with C.L.)  
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)  
The General Manager, Kerala State Road Transport Corporation Trivandrum  
(With C.L.)  
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and  
Under Secretaries to Government.  
The Private Secretaries to the Chief Minister and other Ministers.  
The Secretary to Governor.  
The Stenographers to the Chief Secretary and Additional Chief Secretary

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## ANNEXURE I

Schedule of deductions to the family benefit scheme to be credited under the Head “811-Insurance and Pension Funds- (b) Family pension funds- Family benefit fund scheme”

1. Month to which the salary bill/pay bill relates ..
2. Designation of the Drawing and Disbursing Officer attached to the Establishment ..
3. Name of Self-drawing officer with designation (Applicable to self-drawing officers only) ..
4. Amount deducted ..
5. Month to which the deduction relates ..
6. Signature of the drawer of the bill with designation and office address. ..

Chalan No. and date (to be filled by Treasury).

Place:

Date:

## ANNEXURE II

Register-cum-broadsheet of Deductions under Family Benefit Scheme for the year 19...19....

Name of the Office:

| Sl. No. | Name and designation of the subscriber | Credit at the commencement of the year<br>Rs. | April<br>Rs | May<br>Rs | June<br>Rs. | July<br>Rs. | August<br>Rs. | September<br>Rs. | October<br>Rs. | November<br>Rs. | December<br>Rs. | January<br>Rs. | February<br>Rs. | March<br>Rs. | Total<br>Rs. | Payments<br>Rs. | Remarks |
|---------|--|---|-------------|-----------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|-----------------|---------|
| (1)     | (2)                                    | (3)   | (4)         | (5)       | (6)         | (7)         | (8)           | (9)              | (10)           | (11)            | (12)            | (13)           | (14)            | (15)         | (16)         | (17)            | (18)    |

Total as per Broadsheet

Total of Treasury Figure

Signature of the Drawing and Disbursing Officer.

**ANNEXURE III**

**Advice form for Transfer of Account**

Office of the .....

1. Name and Designation of transferred Employee ..
2. Date on which the Employee joined the scheme ..
3. Date of transfer ..
4. Transferred from ..  
.....  
(Name of Office)
5. Transferred to ..  
.....  
(Name of Office)
6. Rate of subscription ..
7. Amount of Deposit transferred ..
8. Month upto which Deposits were made ..
9. Remarks ..

Signature of the Drawing and Disbursing  
Officer.

Place:

Date:

(Seal)

**ANNEXURE IV**

**Annual Statement of Accounts**

(Year 19..... 19.....)

*Name of subscriber:*

*Rate of subscription:*

*Designation:*

*Date of joining the Scheme:*

| <i>Credit at the commencement of the year</i> | <i>Deposits during the year</i> | <i>Total</i> |
|---|---------------------------------|--------------|
|   |                                 |              |

Signature of the Drawing and Disbursing Officer.

*Note:* The Subscriber is requested to satisfy himself as to the correctness of the Statement and to bring errors, if any, to the notice of the Drawing and Disbursing Officer immediately after the receipt of the statement.

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